



# JOB DESCRIPTION

<b>Title:</b>	Night Shift Leader
<b>Department:</b>	Operations
<b>Reports to:</b>	Production Team Leader
<b>Location:</b>	Dallas, TX
<b>Reviewed:</b>	1/10/2012

## JOB SUMMARY

This employee is the Operator and lead team member for the night shift at the TX production site. This position ensures that daily production requirements are met, product meets all quality standards and customer specifications, and work undertaken by the team is done according to established procedures. This is a hands-on Operator position requiring a high level of interaction with other team members.

## MAJOR RESPONSIBILITIES / FINANCIAL IMPACT

- Responsible for daily production requirements and maintaining productivity goals
- Produce quality parts in a safe manner
- Setup and shut down casters, ancillary production equipment and ovens for daily production; ensure molds, tooling, supplies, parts are on hand for production
- Prepare material mixtures and pre-test them for suitability before beginning production
- Troubleshooting and coordinating production based on production schedules making adjustments as needed for conditions that arise (equipment malfunction, materials non-performance, etc.)
- Light maintenance on equipment, daily inspection of equipment and tools
- Train, assign and ensure all tasks are carried out by team members in a satisfactory manner
- Documentation – ISO, logs, injuries or near misses, etc.
- Supplies – inventory, inspect, and requisition of raw materials, tools, Personal Protective Equipment (PPE), etc.
- Monitor scrap and non-conforming parts
- Report disciplinary or safety issues to management as appropriate
- Other duties as assigned by the supervisor which fall within the skill requirements of the job.

## **POSITION REQUIREMENTS**

### *EDUCATION / SPECIALIZED TRAINING:*

- high school or GED including arithmetic, reading, writing

### *EXPERIENCE REQUIRED*

- prior experience in several production and finishing areas
- prior experience in equipment operation and equipment maintenance
- background in chemical and/or polymer processing with prior casting machine operation or handling, pouring, and curing of polyurethane-based chemicals experience a plus
- will be involved in a Company provided Operator training program over approximately 3 years

### *SKILLS AND ABILITIES*

- troubleshooting production issues
- problem solving and innovation
- attention to quality and safe work methods
- effective work relationships with all levels of organization
- leadership and communication skills
- mechanical aptitude and use of tools, measurement
- ability to operate material handling equipment including forktrucks, dollies, pallet jacks, etc.

## **POSITIONS SUPERVISED**

*DIRECTLY:* None

*INDIRECTLY:* Production Technicians

## **ESSENTIAL PHYSICAL DEMANDS**

*WORKING CONDITIONS* (exposure to noise/potential dangers/chemicals etc.)

- handle parts, molds, and inserts weighing up to 50 pounds repetitively singly using material handling equipment to maneuver parts, inserts, molds, etc through various stages of production process;
- work with chemicals (including solvents or solvent-based products and isocyanate-containing materials) in mixing, pouring, sampling, lubricating, spraying, coating, etc.

- wear appropriate personal protective equipment (PPE) including gloves, sleeves, hearing protection, etc.
- work in non-temperature-controlled environment and various heat sources including hot molds, materials, ovens ranging from 160° - 260°F
- operate a variety of stationary, mobile (ie. Forktrucks, dollies, pallet jacks), and portable equipment and tools

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This job description outlines the essential duties for this position. The Company retains the right to change, add to, or eliminate duties and/or positions in order to meet business requirements. The Company will make reasonable accommodations for an applicant or employee who has a disability that requires special accommodation.